

September 3, 2025

Mr. Dan Porta
City Manager
City of Cartersville
1 North Erwin Street
Cartersville, GA 30120
dporta@cityofcartersville.org

**RE: Additional Service Proposal – Plan Revisions
Cartersville City Hall**

Dan:

We are pleased to submit this proposal for additional architecture and engineering services for the project referenced above.

This proposal is based on plan markups received from the City on 7/28/25 along with changes to reduce project cost. For the contract, we recommend a modification to the prime agreement utilizing AIA Form G802 “Amendment to the Professional Services Agreement”.

PROJECT SUMMARY

The project is the design of a new City Hall for the City of Cartersville and a new Entry Pavilion for the existing City Office Building.

SCOPE OF SERVICES

The scope of this proposal includes preparing design modifications and revising Construction Documents to reduce construction costs. Design changes and revisions at this stage of the project involve effort from all design disciplines.

DELIVERABLES

Revisions will be incorporated into the Construction Documents.

PROFESSIONAL FEES

Professional fees for the additional project scope as outlined above will be as follows:

▪ Architecture	\$ 162,400
▪ Structural Engineering	\$ 29,700
▪ Civil Engineering	\$ 38,800
▪ Mechanical Engineering	\$ 49,800
▪ Plumbing Engineering	\$ 8,300
▪ Electrical Engineering	\$ 62,300
▪ Fire Protection Engineering	\$ 5,800
▪ Interior Design	\$ 20,600
▪ Project Management	\$ 44,500
▪ TOTAL	\$ 422,200

This fee adjustment brings our total fee to approximately 6.6% of the current construction budget for City Hall and the Entry Pavilion which stands at \$23,598,436. Our original fee for the same scope of work was 7.1%.

PAYMENT TERMS AND CONDITIONS

Monthly progress billings will be incorporated in the Construction Document phase of the existing contract. Invoices are due upon receipt.

ADDITIONAL SERVICES

Additional services or changes to the project scope, as defined above, will be proposed, and documented in writing and will be formally approved by the client. No additional fees will be charged without your prior written approval.

Dan, thank you for the opportunity to submit this proposal and we look forward to working with you to complete this exciting project. Should you have any questions regarding this proposal, please do not hesitate to give me a call.

Sincerely,

CROFT & Associates



Steve Defelippi, AIA, LEED AP
Business Unit Manager – Local Government

cc: Jim Croft

APPROVAL

Accepted by:

Matt Santini, Mayor, City of Cartersville

Signature

Date

Attest by:

Julia Drake, Cartersville City Clerk

Signature

Date